



CMap

(Course Management Application Program)

Check your own credit on the Commission's Web site at www.arec.alabama.gov.

1. Check your course credit on the Alabama Real Estate Commission's Web site by clicking on "Online Services" at the top of the home page and then clicking on "Online Services" on the upper left side of the next screen.
2. For viewing credit earned, each licensee will access his or her own record with a screen that looks like the first screen for online renewals.
3. Log in by typing your license number, last four digits of your social security number, and date of birth.
As a note, the date of birth must contain two digits for month, two for day and four for year of birth. It will not work any other way!
4. Once your record appears, make any necessary changes to your address. If no changes need to be made, click "Next" at the bottom of the screen.
5. Select Licensee CE Credit from the Available Services and check to see which courses have been reported to the Commission.
6. It will take approximately 10 days after course completion to report your credit.
7. If you do not see it by that time, a recent change in Rule 790-X-1-.12 (7) makes it the licensee's responsibility to contact the appropriate instructor or school and have your credit reported to the Real Estate Commission.
8. Remember, if it does not show on the Commission's Web site, the Commission does not have it and you **do not** have credit!
9. Once you access your record to check your CE credit, you can also submit a course evaluation.
10. Next to the course you completed is a button labeled, "Evaluate this Course." You will have this option for thirty days after you complete the course.

Continuing Education—Only credit earned for the next license renewal (credit due by September 30, 2006) will be electronically reported and will appear on the Web site. For licensees taking courses to activate the 2005-2006 license, you will still receive a certificate of completion. Those certificates must be kept in your file and made available for Commission audit until October 1, 2006. After that, you may dispose of them. As a note here, all licensees who completed courses for renewal of the 2005-2006 license must keep certificates of completion until October 1, 2006. Random audits will be performed until then.